



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
**ORMOC CAMPUS**  
Ormoc City, 6541 Leyte



# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

**Sixth Edition**  
**July 2020**

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## **Procurement of Security Services for EVSU-OCSAT and Luna Campus**

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**Project Identification No.: IB-2025-03-050 (GOODS)**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.



## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



## **INVITATION TO BID FOR PROCUREMENT OF SECURITY SERVICES FOR EVSU-OCSAT AND LUNA CAMPUS**

1. The *Eastern Visayas State University – Ormoc Campus*, through the *Internally Generated Fund for FY 2025* intends to apply the sum of *One Million Eight Hundred Nine Thousand Five Hundred Fifty Nine and 92/100 Pesos (P1,809,559.92)* being the ABC to payments under the contract for the *Procurement of Security Services for EVSU-OCAST and Luna Campus with Project No.: IB-2025-03-050*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Eastern Visayas State University – Ormoc Campus* now invites bids for the above Procurement Project. Delivery of the Services is required by EVSU-Ormoc Campus within twelve (12) months from the receipt of the approved Notice to Proceed (NTP). Bidders should have completed, within 2 years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from the BAC Secretariat, thru the Head, BAC Secretariat of Eastern Visayas State University – Ormoc Campus, Brgy. Don Felipe Larrzabal, Ormoc City, Leyte and inspect the Bidding Documents at the address given below from Monday to Friday during office hours at 8:00AM – 5:00PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting April 28, 2025 until May 16, 2025 from the given address and website(s) below and upon cash payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos

(Php5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.

**Payment at the EVSU-Ormoc Campus Cashiering Office (transaction hours: 8:00 AM - 3:30 PM)**

- i. Step 1: Proceed to the Office of the BAC Secretariat for the issuance of payment slip.
- ii. Step 2: Present payment slip to the Cashiering Office for payment of the bid docs fee.
- iii. Step 3: Present proof of payment/official receipt to the Office of the BAC Secretariat.
- iv. Step 4: BAC Secretariat release copy of the PBD, its Bid Bulletin/s, and other attachments.

Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) ([www.philgeps.gov.ph](http://www.philgeps.gov.ph)) and the Eastern Visayas State University – Ormoc Campus website (<https://www.ormoc.evsu.edu.ph>) provided that Bidders shall pay the nonrefundable fee for the bidding documents not later than the submission of their bids.

6. The *Eastern Visayas State University – Ormoc Campus* will hold a Pre-Bid Conference on May 9, 2025 at 2:00 p.m. at the Function Hall, 3<sup>rd</sup> Floor Academic Building, Eastern Visayas State University – Ormoc Campus, Brgy. Don Felipe Larrazabal, Ormoc City, Leyte which shall be open to prospective bidders.
7. All bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before May 23, 2025 at 1:00 p.m. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
9. Bid opening shall be on May 23, 2025 at 2:00 p.m. 3<sup>rd</sup> Floor, EVSU-Ormoc Campus Function Hall, Brgy. Don Felipe Larrazabal, Ormoc City, Leyte. Bids will be opened in the presence of the bidders' duly authorized representative who chooses to attend the activity.
10. The *Eastern Visayas State University – Ormoc Campus* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**JULITO F. ACEBRON, LPT**

OIC-Head, Procurement Office/BAC-Secretariat

E-Mail: [procurementoffice.evsuormoc@gmail.com](mailto:procurementoffice.evsuormoc@gmail.com)

Contact No.: 0955-182-5202

**MARY JOY B. BALTONADO, MTE**  
BAC Chairperson  
E-Mail: [maryjoy.baltonado@evsu.edu.ph](mailto:maryjoy.baltonado@evsu.edu.ph)  
Contact No.: 0930-726-5290

12. You may visit the following websites:

For downloading of Bidding Documents: [www.ormoc.evsu.edu.ph](http://www.ormoc.evsu.edu.ph)  
For online bid submission: [procurementoffice.evsuormoc@gmail.com](mailto:procurementoffice.evsuormoc@gmail.com)

**MARY JOY B. BALTONADO, MTE**  
*BAC Chairperson*

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, **EASTERN VISAYAS STATE UNIVERSITY-ORMOC CAMPUS** wishes to receive Bids for the ***PROCUREMENT OF SECURITY SERVICES FOR EVSU-OCSAT AND LUNA CAMPUS*** with identification number ***.: IB-2025-03-050.***

The Procurement Project (referred to herein as “Project”) is composed of several items, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for 2025 in the amount of ***One Million Eight Hundred Nine Thousand Five Hundred Fifty Nine and 92/100 Pesos (P1, 809,559.92.***

2.2. The source of funding is ***INTERNALLY GENERATED FUND (IGF).***

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or ***IB*** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- iii. When the Goods sought to be procured are not available from local suppliers; or
- iv. When there is a need to prevent situations that defeat competition or restrain trade.

5.3 . When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate; ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;

5.4 . When the Goods sought to be procured are not available from local suppliers; or

5.5 . When there is a need to prevent situations that defeat competition or restrain trade.

## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## 7. Subcontracts

7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that **Subcontracting is not allowed.**

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time at the *EVSU-OC, 3<sup>rd</sup> Floor Function Hall, Brgy. Done Felipe Larrazabal, Ormoc City & through video conferencing via Zoom* as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity,

either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents comprising the Bid: Eligibility and Technical Components**

10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within two (2) years prior to the deadline for the submission and receipt of bids.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.

11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Bid Prices**

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

a. For Goods offered from within the Procuring Entity's country:

- i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
- ii. The cost of all customs duties and sales and other taxes already paid or payable;
- iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and



- iv. The price of other (incidental) services, if any, listed in e.

b. For Goods offered from abroad:

- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

### 13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in **Philippine Pesos**.

### 14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until 120 calendar days from the date of opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### 15. Sealing and Marking of Bids

15.1 Each Bidder shall submit the original and the number of copies of the first and second components of its Bid as indicated in the **BDS**.

15.2 The Procuring Entity may request *five (5) sets (1 original and 4 readable authenticated photocopies) of hard copies* of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

15.3 If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## 16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

## 17. Opening and Preliminary Examination of Bids

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## 18. Domestic Preference

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## 19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as **one (1) Project having several items that shall be awarded as one (1) contract**.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders

submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

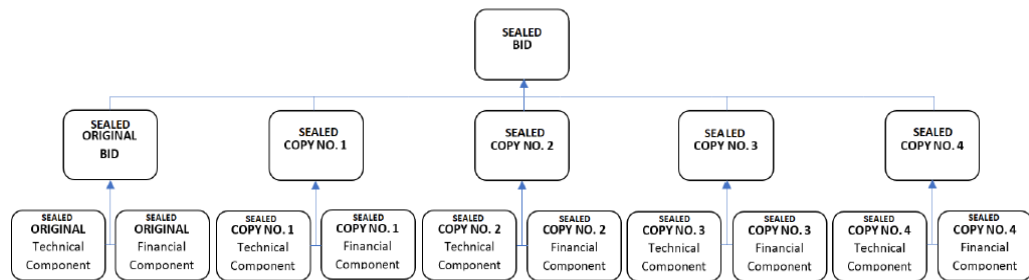
- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Sheet Data

ITB CLAUSE	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Contracts for provision of Security Services to private or public entities.</p> <p>b. completed within two (2) years prior to the deadline for the submission and receipt of bids.</p>
7.1	Subcontracting is not allowed.
9	<p>Prospective bidders may submit their written request for clarification on and/or interpretation of any part of the Bidding Documents, either to EVSU BAC Secretariat Office or through electronic mail at <a href="mailto:procurementoffice.evsuormoc@gmail.com">procurementoffice.evsuormoc@gmail.com</a> <b>not later than May 12, 2025</b>. Clarifications made and submitted beyond the abovementioned date shall not be accepted and/or entertained further.</p>
10.1	<p>These additional requirements must be submitted during the Opening of Bids:</p> <p>a) Valid and current License to Operate as a Private Security Agency (PSA) issued by PNP-SOSIA;</p> <p>b) Valid and current/latest Certification issued by the National Labor Relations Commission (NLRC) that the Security Agency has no adverse case decided against the bidder before the office of the NLRC Region 8. The date of issuance must not be earlier than the date of Opening of Bids;</p> <p>c) Valid and current/latest Certification issued by the Department of Labor and Employment (DOLE) (as per Department Order No. 174, Series of 2017) that the Security Agency has no adverse case decided against the bidder before the office of the DOLE Region 8. The date of issuance must not be earlier than the date of Opening of Bids;</p> <p>d) Valid and current Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO) membership and Certificate of Good Standing/Non-Suspension/Blacklisted (Local-Region 8 Branch OR National);</p> <p>e) Occupational Safety and Health Standards (OSHS) Certificate of Registration as provided in Rule 1020 of the OSHS, as amended, issued by DOLE Region;</p> <p>f) OSH Training Certificate for Company's Safety Officer Pursuant to RA 11058 and D.O 198, series of 2018;</p> <p>g) Latest/current Clearance/certificate of good standing and compliance with statutory obligation/remittance from PAG-IBIG and PHILHEALTH;</p> <p>h) Latest/current Clearance/Certificate of remittance and compliance with statutory obligation from the SSS Regional Office where the local office of the security agency is based;</p>

	<p>i) List of Bank References (at least 2 years);</p> <p>j) Survey Report and Security Plan (with attached Certificate of site inspection issued by the EVSU's Head, Security &amp; Safety Office) for EVSU Main-Campus considering the 14 guards required;</p> <p>k) License to Own and Possess Firearms (LTOPF)</p> <p>l) List and proof of ownership of licensed Security Firearms, equipment and service vehicle (i.e., Firearms and Explosive Office, NTC and LTO). List of Licensed firearms must indicate license number, the status of license whether temporary or not, and license expiry and photocopies of license cards issued by the Firearms and Explosive Unit of the Philippine National Police and firearms must be readily available anytime for inspection by the designated inspectors of the Procuring Entity</p> <p>m) List of Licensed Security Guards</p>								
10.2	<p>Must attach to the Statement of all On-going Contracts at least three (3) sample copies of their on-going contracts;</p> <p>The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within two (2) years prior to the deadline for the submission and receipt of bids.</p>								
12	The price of Goods shall be quoted DDP Philippines or the applicable International Commercial Terms (INCOTERMS) for this Project.								
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table border="1"> <thead> <tr> <th>FORMS OF BID SECURITY</th><th>AMOUNT OF BID SECURITY (EQUAL TO PERCENTAGE OF THE ABC)</th></tr> </thead> <tbody> <tr> <td>Bid Securing Declaration; <b>OR</b></td><td><b>NOTARIZED</b></td></tr> <tr> <td>Cash, Cashier's/ manager's check issued by a Universal or Commercial Bank equivalent to Two Percent (2%); <b>OR</b></td><td><b>36,191.20</b></td></tr> <tr> <td>Surety Bond equivalent to Five Percent (5%) (If security bond, attach the original copy of the official receipt of premium payment and certification issued by the Insurance Commission)</td><td><b>90,477.99</b></td></tr> </tbody> </table>	FORMS OF BID SECURITY	AMOUNT OF BID SECURITY (EQUAL TO PERCENTAGE OF THE ABC)	Bid Securing Declaration; <b>OR</b>	<b>NOTARIZED</b>	Cash, Cashier's/ manager's check issued by a Universal or Commercial Bank equivalent to Two Percent (2%); <b>OR</b>	<b>36,191.20</b>	Surety Bond equivalent to Five Percent (5%) (If security bond, attach the original copy of the official receipt of premium payment and certification issued by the Insurance Commission)	<b>90,477.99</b>
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Surety Bond equivalent to Five Percent (5%) (If security bond, attach the original copy of the official receipt of premium payment and certification issued by the Insurance Commission)	<b>90,477.99</b>								
15.2	<p>Each Bidder shall submit one (1) original and four (4) readable authenticated copies of the first and second components of its bid. Documents to be submitted shall be properly tabbed and labeled according to the title of the document attached for prompt identification: e.g., PhilGEPS Certificate of Registration (Platinum) – PhilGEPS</p> <p>For details in the preparation of sealed bids, please refer to the diagram below:</p>								

Figure 1. Sealing of Bids (Illustration of bids with 1 original and 4 copies, each box in the diagram represents a sealed envelope)



All envelopes shall:

- be addressed to the Procuring Entity's BAC;
- bear the name and address of the Bidder in capital letters;
- contain the name of the contract to be bid in capital letters;
- bear the specific identification of this bidding process indicated in the ITB Clause 1; and bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, as specified in the IB.

TO	:	THE BIDS AND AWARDS COMMITTEE EASTERN VISAYAS STATE UNIVERSITY
FROM	:	_____ (Name of Bidder in Capital Letters)
ADDRESS	:	_____ (Address of Bidder in Capital Letters)
BID REF. NO.	:	_____
(In Capital Letters, Indicate the Phrase): "DO NOT OPEN BEFORE: _____"		

15.3

Guidelines for Electronic Submission of Bids:

a) The Bidder must submit a soft copy of their bids through e-mail to [procurementoffice.evsuormoc@gmail.com](mailto:procurementoffice.evsuormoc@gmail.com) at any time before **May 23, 2025, 1:00 P.M.**

b) In the online submission of bids, a two-folder system will be utilized. The first folder contains the requirements of the Technical Component checklist as presented under Section VIII and shall be labeled "**TECHNICAL COMPONENT**". The second folder contains the requirements of the Financial Component checklist and is marked "**FINANCIAL COMPONENT**".

c) The documentary requirements shall be segregated and labelled according to the type of document for prompt identification (e.g., PhilGEPS Certificate of Registration (Platinum) labelled as PhilGEPS) and each shall be in Portable Document Format (PDF).

d) Each folder shall be compressed in Zip, RAR or 7z format with password protection. Submitted bidding documents that are not in compressed archive format and are not password protected, will be automatically rejected.

e) The password for accessing the file shall be disclosed by the Bidders during the bid opening which may be done in person or face-to-face through videoconferencing, webcasting, e-mail or similar technology.

f) An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

	<p>g) For further information, please refer to:</p> <p><b>JULITO F. ACEBRON</b> <i>Head, BAC Secretariat</i> <i>CP No. 0963-118-0162 - TM</i> <i>Email Add: procurementoffice.evsuormoc@gmail.com</i></p>															
19.2	Partial bid is NOT allowed.															
19.3	<p>The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <table><tr><th colspan="5">PROCUREMENT OF SECURITY SERVICES FOR EVSU OCSAT AND EVSU-LUNA</th></tr><tr><th>ITEM NO.</th><th>PR. NO.</th><th>QTY.</th><th>UNIT</th><th>TOTAL AMOUNT</th></tr><tr><td>1</td><td>2025-03-050</td><td>12 (7 SECURITY PERSONNEL)</td><td>MONTHS</td><td>1,809,559.92</td></tr></table>	PROCUREMENT OF SECURITY SERVICES FOR EVSU OCSAT AND EVSU-LUNA					ITEM NO.	PR. NO.	QTY.	UNIT	TOTAL AMOUNT	1	2025-03-050	12 (7 SECURITY PERSONNEL)	MONTHS	1,809,559.92
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ITEM NO.	PR. NO.	QTY.	UNIT	TOTAL AMOUNT												
1	2025-03-050	12 (7 SECURITY PERSONNEL)	MONTHS	1,809,559.92												
19.5	<p>The Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, is calculated as follows:</p> <p>NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under on-going contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.</p>															
20.1	No further instruction.															
21.1	No further instruction.															



## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

## 4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## **5. Warranty**

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## ***Section V. Special Conditions of Contract***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

## Special Conditions of Contract

GCC Clause								
1	<p><b>Delivery and Documents –</b> The delivery terms applicable to this Contract are delivered to <b>Eastern Visayas State University- Ormoc Campus, Ormoc City.</b></p> <p>Delivery of the Services shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity's Representative of the Project is:</p> <table border="1" data-bbox="352 680 1386 898"> <thead> <tr> <th data-bbox="352 680 1000 719">End-User</th><th data-bbox="1000 680 1386 719">PR. No.</th></tr> </thead> <tbody> <tr> <td data-bbox="352 719 1000 824"> <b>Dr. Richard P. Impas</b> Head, Administrative and Finance Services </td><td data-bbox="1000 719 1386 824" rowspan="2">2025-03-050</td></tr> <tr> <td data-bbox="352 824 1000 898"> <b>Dr. Clery Shellanei D. Nicolas</b> Head, Security Unit </td></tr> </tbody> </table>	End-User	PR. No.	<b>Dr. Richard P. Impas</b> Head, Administrative and Finance Services	2025-03-050	<b>Dr. Clery Shellanei D. Nicolas</b> Head, Security Unit		
End-User	PR. No.							
<b>Dr. Richard P. Impas</b> Head, Administrative and Finance Services	2025-03-050							
<b>Dr. Clery Shellanei D. Nicolas</b> Head, Security Unit								
2.2	The terms of payment shall be on a monthly basis.							
3	<p>In accordance with Section 39 of the 2016 Revised IRR of RA 9184, and to guarantee the faithful performance by the winning bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.</p> <p>The Performance Security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:</p> <table border="1" data-bbox="336 1288 1401 1928"> <thead> <tr> <th data-bbox="336 1288 871 1395">Form of Performance Security</th><th data-bbox="871 1288 1401 1395">Amount of Performance Security (Not less than the Percentage of the Total Contract Price)</th></tr> </thead> <tbody> <tr> <td data-bbox="336 1395 871 1503">1. Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</td><td data-bbox="871 1395 1401 1749" rowspan="2">Five percent (5%)</td></tr> <tr> <td data-bbox="336 1503 871 1749">2. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</td></tr> <tr> <td data-bbox="336 1749 871 1928">3. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td><td data-bbox="871 1749 1401 1928">Thirty percent (30%)</td></tr> </tbody> </table>	Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)	1. Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)	2. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	3. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)
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3. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)							

	<p>Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, as applicable, in which event the Procuring Entity shall have a fresh period to initiate and complete the post qualification of the second Lowest Calculated Bid. The procedure shall be repeated until the LCRB is identified and selected for recommendation of contract award. However, if no Bidder passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement, if necessary.</p>
4	<p>The inspections that will be conducted are:</p> <ul style="list-style-type: none"> <li>• Initial document review and inspection of the ff: <ul style="list-style-type: none"> <li>- Compliance of the service provider on the minimum-security guard profile vis-à-vis profile of actual deployed security guard</li> <li>- Inspection of equipment and supplies provided by service provider as required in Sec VII. Technical Specifications.</li> </ul> </li> <li>• Regular/Monthly review/monitoring on compliance to technical specifications and adherence to labor and social legislations.</li> </ul>

## ***Section VI. Schedule of Requirements***

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
1	<b>PROCUREMENT OF SECURITY SERVICES FOR EVSU OCSAT AND EVSU-LUNA</b>	12 (7 SECURITY PERSONNEL) FOR 12 MONTHS	1,809,559.92	<p><b>Twelve (12) months</b> upon the issuance of Notice to Proceed (NTP)</p> <p><b>EVSU-Ormoc Campus (Four Shifts)</b></p> <p><b>06:00 AM – 2:00 PM</b></p> <p><b>10:00 AM – 6:00 PM</b></p> <p><b>03:00 PM – 11:00 PM</b></p> <p><b>10:00 PM – 06:00 AM</b></p> <p><b>EVSU-Luna Campus (Three Shifts)</b></p> <p><b>06:00 AM – 2:00 PM</b></p> <p><b>02:00 PM – 10:00 PM</b></p> <p><b>10:00 PM – 06:00 AM</b></p> <p><b>7 days a week (Mondays to Sundays, including Holidays)</b></p>

## ***Section VII. Technical Specifications***



# Technical Specifications

Item	Specification	Statement of Compliance
	<p><b>PROCUREMENT OF SECURITY SERVICES FOR EVSU OCSAT AND EVSU-LUNA FOR THE PERIOD OF TWELVE (12) MONTHS:</b></p> <ul style="list-style-type: none"> <li>- Seven (7) Security Guards required</li> <li>- EVSU-Ormoc Campus (Four Shifts)</li> </ul> <p>06:00 AM – 2:00 PM</p> <p>10:00 AM – 6:00 PM</p> <p>03:00 PM – 11:00 PM</p> <p>10:00 PM – 06:00 AM</p> <ul style="list-style-type: none"> <li>-EVSU-Luna Campus (Three Shifts)</li> </ul> <p>06:00 AM – 2:00 PM</p> <p>02:00 PM – 10:00 PM</p> <p>10:00 PM – 06:00 AM</p> <ul style="list-style-type: none"> <li>- 7 days a week (Mondays to Sundays, including Holidays)</li> </ul> <p><b><i>*SEE TERMS OF REFERENCE ON THE NEXT PAGE*</i></b></p>	

# **TERMS OF REFERENCE FOR THE PROCUREMENT OF SECURITY SERVICES FOR EVSU OCSAT AND EVSU-LUNA**

## **1. PLACE OF ASSIGNMENT**

Eastern Visayas State University-Ormoc Campus, Brgy. Don Felipe Larrzabal, Ormoc City and Luna Campus, Brgy. Luna, Ormoc City, Leyte.

## **2. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Eastern Visayas State University (EVSU) – Ormoc Campus offers competitive bidding to all prospective bidders for the Procurement of Security Service Provider with an Approved Budget for the Contract (ABC) amounting to One Million Eight Hundred Nine Thousand Five Hundred Fifty Nine and 92/100 Pesos (P1,809,559.92) based on the Approved Annual Procurement Plan (APP) and under Internally Generated Fund (IGF) FY 2025.

## **3. SCOPE OF WORKS**

3.1. The Service Provider shall provide the security guards daily from Mondays thru Sundays (including holidays).

3.2. The Service Provider shall provide security guard services to EVSU-Ormoc Campus premises at Brgy. Don Felipe Larrzabal and Brgy. Luna, Ormoc City.

<b>SCHEDULE OF WORK (Seven (7) days a week (Mondays to Sundays, including Holidays)) EVSU-Ormoc Campus (OCSAT)</b>				<b>TOTAL NUMBER OF SECURITY GUARDS</b>
<b>06:00 AM – 2:00 PM</b>	<b>10:00 AM – 6:00 PM</b>	<b>03:00 PM – 11:00 PM</b>	<b>10:30 PM – 06:30 AM</b>	
1	1	1	1	4

<b>SCHEDULE OF WORK (Seven (7) days a week (Mondays to Sundays, including Holidays)) EVSU-Ormoc Campus (Luna Campus)</b>			<b>TOTAL NUMBER OF SECURITY GUARDS</b>
<b>06:00 AM – 2:00 PM</b>	<b>02:00 PM – 10:00 PM</b>	<b>10:00 PM – 06:00 AM</b>	
1	1	1	3

3.3. The Service Provider shall provide each security guard with equipment and materials at its expense during the Contract Implementation such as, but not limited to the following:

- a) Two (2) Handguns (9MM) with valid license, one full load of ammunition (2 rounds) and 2 spare rounds per unit
- b) Two (2) units Shotguns, 12 gauge with valid license, one full load of ammunition (6 rounds) and 4 spare rounds per unit
- c) Ten (10) units handheld radio with ten (10) extra battery pack, with NTC license and the operator must possess radio land mobile permit of RLM Certificate
- d) One (1) Radio Base / Repeater
- e) Security uniform as per PNP-SAGSD requirements
  - Cap device
  - Pershing Cap

- Proper Haircut
- PADPAO patch
- Name Cloth
- Agency ID
- Holster
- Buckle
- Long Pants (Navy Blue)
- Black Formal Shoes
- Black socks
- Collar Pins
- Security Guard badge
- Agency Name cloth
- Agency Patch
- Whistle w/ Lanyard
- Necktie (Navy Blue)
- White long sleeves (Authorized Uniform)

f) Flashlights per Guard on Duty

g) Medicine Kit per guard on duty - Cotton

- Alcohol (small)
- Betadine (small)
- Band-aid (small box)
- Hydroperoxide (small)
- Gauze (small)
- Gloves (1 pair)
- Medicine (diatabs, bioflu, neozep, and biogesic) 5 pcs each

h) First Aid Kits per post (portable)

- 2 absorbent compress dressings (5 x 9 inches)
- 25 adhesive bandages (assorted sizes), also found within our Family First Aid Kit
- 1 adhesive cloth tape (10 yards x 1 inch)
- 5 antibiotic ointment packets (approximately 1 gram)
- 5 antiseptic wipe packets
- 2 packets of aspirin (81 mg each)
- 1 emergency blanket
- 1 breathing barrier (with one-way valve)
- 1 instant cold compress
- 2 pair of nonlatex gloves (size: large)
- 2 hydrocortisone ointment packets (approximately 1 gram each)
- 1 3 in. gauze roll (roller) bandage
- 1 roller bandage (4 inches wide)
- 5 3 in. x 3 in. sterile gauze pads
- 5 sterile gauze pads (4 x 4 inches)
- Oral thermometer (non-mercury/non-glass)
- 2 triangular bandages
- Tweezers
- Emergency First Aid instructions

i) Night Stick per guard on duty

j) Whistle per guard on duty

- k) Handcuffs per guard on duty
- l) One (1) Locker for Safety of Firearms
- m) Three (3) Metal Detector handheld
- n) Raincoat per Guard on Duty
- o) Rain Boots per Guard on Duty
- p) Vest per Guard on Duty
- q) Notebook and duty checklist (tickler) per guard on duty

3.5. The security guards to be employed or to be posted by the Service Provider shall perform, aside from securing the premises, properties, and personnel of EVSU-Main Campus, the following tasks such as, but not limited to the following activities:

- a) Inspecting of bags of visitors;
- b) Logging in of visitors in the record book;
- c) Locking of entrances/exits;
- d) Reporting of unusual activities
- e) Patrolling and keeping watch over the premises, records, and properties;
- f) Securing and guarding of the EVSU-Main Campus officials and employees from any kind of threat, harm or injury, within their designated area of responsibility; and
- g) Such other tasks as may be assigned from time to time.

3.6. While the security guard is expected to fulfill a wide range of responsibilities and tasks as outlined above, it is important to acknowledge that their duties are primarily focused on maintaining the security and safety of the university premises and its occupants. Therefore, any tasks or obligations falling outside the realm of security, safety enforcement, or related administrative duties are not within the scope of their responsibilities.

#### **4. CONTRACT DURATION**

The Service Provider agrees, without occurrences of unexpected dependencies within the control of the EVSU-Main Campus, to satisfactorily complete all of the contract services under this Contract within twelve (12) months from the receipt of the approved Notice to Proceed.

Should the outcome of bidding not be determined upon the contract's expiration, it shall automatically extend on a month-to-month basis up to such period as may be allowed by law, rules, and regulations. Extension of the contract shall be based on performance evaluation obtaining at least a very satisfactory rating and compliance to performance criteria requirements provided in Section 8.20 and submission of evidence of tax payments and other mandated contributions, such as SSS, PhilHealth, and Pag-IBIG Fund.

#### **5. QUALIFICATIONS OF THE SERVICE PROVIDER**

The qualifications of the Service Provider are:

- 5.1. Should have at least two (2) years of experience in providing security services to a government agency;
- 5.2. Must be a member of the Philippine Association of Detective and Protective Agency Operators (PADPAO) in good and active standing;
- 5.3. Must be a duly licensed and registered Service Provider with the Department of Labor and Employment;

5.4. Must be duly registered with the Securities and Exchange Commission, Department of Trade and Industry, or Cooperative Development Authority

5.5. Must be duly registered with the Social Security System (SSS), Home Development; Mutual Fund (PAG-IBIG) and Philippine Health Insurance Corporation (PHILHEALTH);

5.6. Must be duly registered with the Bureau of Internal Revenue;

5.7. Must present at least one (1) Client/Customer Feedback Form, with at least a Very Satisfactory Rating, from one (1) government agency, with whom the Service Provider has an ongoing contract or at least within the past two (2) years, upon submission of requirements.

5.8. Service Provider MUST have a local and physical office within Tacloban City, Leyte, and working phone numbers for purposes of communication and prompt response for the need of the office.

5.9. These additional requirements must be submitted during the Opening of Bids:

a) Valid and current License to Operate as a Private Security Agency (PSA) issued by PNP-SOSIA;

b) Valid and current/latest Certification issued by the National Labor Relations Commission (NLRC) that the Security Agency has no adverse case decided against the bidder before the office of the NLRC Region 8. The date of issuance must not be earlier than the date of Opening of Bids;

c) Valid and current/latest Certification issued by the Department of Labor and Employment (DOLE) (as per Department Order No. 174, Series of 2017) that the Security Agency has no adverse case decided against the bidder before the office of the DOLE Region 8. The date of issuance must not be earlier than the date of Opening of Bids;

d) Valid and current Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO) membership and Certificate of Good Standing/Non-Suspension/Blacklisted (Local-Region 8 Branch OR National);

e) Occupational Safety and Health Standards (OSHS) Certificate of Registration as provided in Rule 1020 of the OSHS, as amended, issued by DOLE Region;

f) OSH Training Certificate for Company's Safety Officer Pursuant to RA 11058 and D.O 198, series of 2018;

g) Latest/current Clearance/certificate of good standing and compliance with statutory obligation/remittance from PAG-IBIG and PHILHEALTH;

h) Latest/current Clearance/Certificate of remittance and compliance with statutory obligation from the SSS Regional Office where the local office of the security agency is based;

i) List of Bank References (at least 2 years);

j) Survey Report and Security Plan (with attached Certificate of site inspection issued by the EVSU's Head, Security & Safety Office) for EVSU Main-Campus considering the 14 guards required;

k) License to Own and Possess Firearms (LTOPF)

l) List and proof of ownership of licensed Security Firearms, equipment and service vehicle (i.e., Firearms and Explosive Office, NTC and LTO). List of Licensed firearms must indicate license number, the status of license whether temporary or not, and license expiry and photocopies of license cards issued by the Firearms and Explosive Unit of the

Philippine National Police and firearms must be readily available anytime for inspection by the designated inspectors of the Procuring Entity

m) List of Licensed Security Guards

## **6. QUALIFICATIONS OF SECURITY PERSONNEL**

The Service Provider shall deploy seven (7) qualified, uniformed, highly trained and armed Security Guards with the following minimum qualifications:

- 6.1. Has valid license issued by the Philippine National Police (PNP) /Supervisory Office on Security and Investigation Agencies (SOSIA) and PADPAO;
- 6.2. For security guards: at least High School graduate or College level;
- 6.3. For Head Guard/Security Officer: must completed at least two (2) years in college or if an ex-military (Armed Forces of the Philippines or PNP), with rank of sergeant;
- 6.4. Must be computer literate and capable of operating CCTV monitoring system;
- 6.5. Must be physically and mentally fit;
- 6.6. Must have passed the neuropsychiatric examination and drug tests conducted by any Philippine National Police (PNP) / National Bureau of Investigation (NBI) accredited hospital/center;
- 6.7. Must have no derogatory record;
- 6.8. Must have undergone training in handling firearms with appropriate certificate and/or licenses;
- 6.9. Has undergone basic in-service training from accredited schools for security guards and supervisory training for security officer; and
- 6.10. In addition, to the above requirements, the Service Provider is required to submit profile of Head Guard and security guards, which must be attested by its authorized signatory.

## **7. TERMS OF PAYMENT**

7.1 The Service Provider shall bill and present the following documentary requirements to the EVSU-Ormoc Campus within 15 working days after the end of the applicable month, as basis for the payment:

- a) Original copies of the Service Provider's Billing Statement showing Service description, quantity and amount;
- b) Certified copies of documents reflecting payment/remittances of SSS, PhilHealth, and Pag – IBIG benefits of the guards assigned to the entity;
- c) Certified copy of the payroll showing acknowledgment of receipt by the guards of their salaries for the two (2) quincenas prior to current billing;
- d) Monthly Accomplishment Report.

Payment shall be suspended by the EVSU-Ormoc Campus to the Service Provider in case of non-compliance of the above requirements

7.2 No adjustment in the contract price shall be allowed during the term of this Contract except in cases where the cost of the awarded contract is affected by any applicable new law, ordinance, regulation or

other act of Government promulgated after the date of bidding. In which case, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss no gain basis to the Service Provider, pursuant to Sec. 61 of the Implementing Rules and Regulations of RA No. 9184.

## **8. TERMS AND CONDITIONS**

8.1 The Service Provider hereby warrants that its security personnel have been properly trained and thoroughly screened prior to employment, and have been required to present favorable clearances and medical certificate attesting to their good moral character and physical fitness, respectively, for the work involved.

8.2 The Service Provider must provide the EVSU-Ormoc Campus thru the Administrative and Finance Services Division, upon receipt of approved Notice to Proceed a complete and final list of its regular and reliever/on-call security guards and other personnel assigned to work in the EVSU-Ormoc (OCSAT and Luna) Campus with the following attachments:

- a) Duly Accomplished Personal Data Sheet of each security guard with attached 2 x 2 photo
- b) Photocopy of License to Exercise Security Profession (must not be expired)
- c) Photocopy of National Police Clearance
- d) Test results of the following within six (6) months from receipt of Notice to Proceed:
  - i. Medical Certificate (Fit to Work)
  - ii. Neuro-Psychiatric test
  - iii. Drug Test
  - iv. X-ray

8.3 The Security Services shall be under the management of the Head, Security & Safety Office of the EVSU-Ormoc Campus. Before they assume work at the beginning of the Contract, an orientation of the Scope of Responsibility, Rules and Regulations of the EVSU-Ormoc Campus, and related matters shall be conducted by the Head, Security & Safety Office.

8.4 The Service Provider shall assure that the security personnel assigned at EVSU-Ormoc Campus (OCSAT and Luna) must undergo training on Basic Life Support and Fire Drill conducted by an accredited agency (i.e., BFP, Red Cross, Rescue Unit, etc.), within three (3) months after receipt of approved Notice to Proceed (NTP) and within three (3) months after deployment of newly assigned security personnel, in case of replacement.

8.5 The Service Provider in the performance of its services shall secure, and maintain at its expense all registration, licenses, or permits required by law, and shall comply with all pertinent rules and regulations. The Service Provider's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules, and practices

8.6 The Service Provider shall assume full responsibility for any act, omission or dereliction of duty of its security guards during their assigned duty hours; the EVSU-Ormoc Campus shall not be held liable to third parties arising from the said act or omission and freed from any or all civil or criminal liability whatsoever.

8.7 The Service Provider shall assume full responsibility for any loss or damage due to theft, pilferage, robbery, sabotage, and any form of trespass, which the EVSU-Ormoc Campus may suffer during the effective period of this contract. However, they shall not in any manner be liable for any loss or damage caused by reason of force majeure or fortuitous event.

8.8 The Service Provider shall guarantee non-occurrence of any form of mass action, protest, mass leave, or strike by its security personnel within the EVSU-Ormoc Campus (OCSAT and Luna) premises.

8.9 The Service Provider shall not, during the existence of this contract or anytime thereafter, disclose to any person or entity any information concerning the EVSU-Ormoc Campus affairs, which the Service Provider may have acquired by reason of this contract.

8.10 The Service Provider shall provide adequate and responsible supervision over its personnel. For this purpose, the Service Provider shall coordinate and regularly report to the EVSU-Ormoc Campus for special instructions, directives and guidance or office policies, systems and proceedings.

8.11 The EVSU-Ormoc Campus shall have the right to request for relief or replacement of any security guards with valid reason at any time.

8.12 The Service Provider shall pay all personnel costs under this Agreement such as: a) Wages, salaries and wage adjustments;

b) SSS payments and Philhealth Insurance required by law; and

c) Government licensing charges and taxes.

8.13 There shall be no assignment whatsoever of this contract to a third party.

8.14 There shall be no employer-employee relationship between the EVSU-Ormoc Campus and the security guards assigned by the Service Provider.

8.15 The Service Provider also warrants that it has not given any money or gift to any official or employee of the EVSU-Ormoc Campus to secure the contract.

8.16 The EVSU-Ormoc Campus may, upon written notice within thirty (30) days, rescind the contract for failure of the Service Provider to abide by the herein terms and conditions.

8.17 The EVSU-Ormoc Campus has the right to terminate or cancel this contract without the need of judicial action, at any time before its expiration on the following reasonable grounds, such as but not limited to: a) Failure of the Service Provider to maintain a very satisfactory performance rating;

b) Assigning security guards whose licenses are expired; and

c) Violation of any such terms of this contract.

8.18 The Service Provider shall promptly pay the wages and salaries of security personnel assigned at the EVSU-Main Campus.

8.19 The Service Provider ensures that all of its security personnel to be deployed are negative from COVID-19.

8.20 The Administrative Services Division in cooperation with the Head, Security & Safety Office, shall conduct an assessment or evaluation of the Service Provider every quarter end and a month before the end of the annual contract, wherein the Service Provider shall maintain at least a very satisfactory level of performance (at least 85%) throughout the term of the contract based on the following criteria, to wit:

<b>Criteria</b>	<b>Weight</b>
A. Quality of service delivered/provided	40
B. Time management	10
C. Management & suitability of personnel	20
D. Contract administration and management	20
E. Provision of regular progress report	10
<b>Total</b>	<b>100%</b>

8.21 The Agreement takes effect upon the signing by the parties and shall be binding upon the administrators, executors, successors and assignees of the parties. The Service Provider shall commence to perform the services called for under the Agreement upon receipt of the Notice to Proceed issued in behalf of the EVSU-Ormoc Campus.



## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## 1. TECHNICAL COMPONENT ENVELOPE

ITEM NO.	DOCUMENTS	PRESCRIBED FORMS
<b><u>Class “A” Documents</u></b>		
<b>Legal Documents</b>		
	Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages, including its Annexes); <b><u>or</u></b>	-
	Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document; <b><u>or</u></b>	-
	Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; <b><u>or</u></b>	-
	Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).	-
<b>Technical Documents</b>		
2	<b>Statement of the bidder of all its ongoing government and private contracts</b> , including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; <b><u>or</u></b>	ANNEX A
3	<b>Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid</b> , except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; <b><u>or</u></b>	ANNEX B
4	Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; <b><u>or</u></b> Original copy of Notarized Bid Securing Declaration; <b><u>or</u></b>	ANNEX C
5	Conformity with the Schedule of Requirements; or	Section VI of the Philippine Bidding Documents
6	Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; <b><u>or</u></b>	Section VII of the Philippine Bidding Documents
7	<b>Original duly signed Omnibus Sworn Statement (OSS); <u>or</u> if applicable, Original Notarized Secretary’s Certificate</b> in case of a corporation, partnership, or	ANNEX D

	cooperative; <b>or</b> <b>Original Special Power of Attorney</b> of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.	
<b>Financial Documents</b>		
8	The Bidder's <b>audited financial statements</b> , showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.	-
9	The bidder's computation of <b>Net Financial Contracting Capacity</b> (NFCC); <b>or</b> A <b>committed Line of Credit</b> from a Universal or Commercial Bank in lieu of its NFCC computation	-
<b>Class B</b>		
10	If applicable, a <b>duly signed joint venture agreement (JVA)</b> in case the joint venture is already in existence; <b>or</b> duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.	Annex E
<b>Other documentary requirements under RA No. 9184 (as applicable)</b>		
11	[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product	
12	Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.	

## 2. FINANCIAL COMPONENT ENVELOPE

ITEM NO.	DOCUMENTS	PRESCRIBED FORMS
<b><u>Class "A" Documents</u></b>		
<b><u>Legal Documents</u></b>		
1	Original of duly signed and accomplished Financial Bid Form.; or	Annex F
2	Original of duly signed and accomplished Price Schedule(s).	Annex G

## ***Section IX. Bidding Forms***

### **ANNEX A**

<b>Statement of Ongoing and Awarded But Not Yet Started Contracts</b>							
This is to certify that _has the following ongoing and awarded but not yet started contracts:							
<b>Name of Contract</b>	<b>Date of Contract</b>	<b>Duration of Contract</b>	<b>Owner's Name and Address</b>	<b>Kinds of Goods</b>	<b>Amount of Contract</b>	<b>Value of Outstanding Contracts</b>	<b>Date of Delivery</b>
Name and Signature of Authorized				Date			

### **\*Instructions:**

a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of the day before the deadline of submission and opening of bids.

b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

c) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.

## **ANNEX B**

### **Statement of Single Largest Completed Contract Similar to the Contract to be Bid**

This is to certify that \_has the largest completed contract within **the last two years:**

<b>Name of Contract</b>	<b>Date of Contract</b>	<b>Duration of Contract</b>	<b>Owner's Name and Address</b>	<b>Kinds of Goods</b>	<b>Amount of Completed Contract</b>	<b>Date of Delivery</b>	<b>End User's Acceptance or Official Receipt(s) or Sales Invoice (If completed)</b>

Name and Signature of  
Authorized

Date

### **\*Instructions:**

a) Cut-off date: The day before the deadline of submission and opening of bids.  
In the column for “End-User’s Acceptance”, indicate the date of acceptance or Official Receipt(s) or Sales Invoice.

**Bid Securing Declaration Form**

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

REPUBLIC OF THE PHILIPPINES)  
CITY \_\_\_\_\_ OF ) S.S.

**BID SECURING DECLARATION**  
**Project Identification No.: *[Insert number]***

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances: a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;  
b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and  
c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*  
*[Insert signatory's legal capacity]*  
Affiant

**SUBSCRIBED AND SWORN** to before me, in the city of \_\_\_\_\_, this \_\_\_\_ day of \_\_\_\_\_, 2021, by the Affiant who is personally known to me and who exhibited his/her (any competent evidence of identity) issued by (issuing agency) on (date of issue) at (place of issue).

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Book No. \_\_\_\_\_ ; Series  
of 2021.

**Omnibus Sworn Statement**  
***[shall be submitted with the Bid]***

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;



5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

**IN WITNESS WHEREOF**, I have hereunto set my hand this day of \_\_\_\_\_, 2021 at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*  
*[Insert signatory's legal capacity]*  
Affiant

**SUBSCRIBED AND SWORN** to before me, in the city of \_\_\_\_\_, this day of \_\_\_\_\_, 2021, by the Affiant who is personally known to me and who exhibited his/her (any competent evidence of identity) issued by (issuing agency) on (date of issue) at (place of issue).

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## **ANNEX E**

### **FORMAT OF JOINT VENTURE AGREEMENT (JVA)**

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into by and between:

*(Name of Company)*, a corporation duly organized and registered under Philippine law, with principal office address at *(address)*, and represented herein by *(Position)*, *(Name)*

-and-

*(Name of Company)*, a corporation duly organized and registered under Philippine law, with principal office address at *(address)*, and represented herein by *(Position)*, *(Name)*

That the above parties are duly authorized by their respective corporations to enter into and bind their respective corporations to a Joint Venture Agreement, pursuant to a valid Board Resolution issued by their respective Board of Directors/Trustees.

That all parties agree to join together their manpower, equipment, and what is needed to establish a project-specific Joint Venture for the purpose of bidding, and if successful, undertaking of the hereunder stated project of the NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY (NEDA).

<b>NAME OF PROJECT</b>	<b>ABC</b>

That both parties agree to be jointly and severally liable for the entire assignment.

That both parties agree that *(Name of Company)* shall act as the lead organization and *(Name of Company)* as partner organization; and *(Name of Company)*, as the lead organization, will oversee the administration and content of the eligibility and proposal submissions, coordinate with NEDA on any matter that needs attending to, and implement the project in the event that the joint venture wins the bid.

That both parties agree that *(Name)*, *(Position)*, of *(Name of Company)*, shall be the Official Representative of the Joint Venture, and is granted full power and authority to do, to execute, and perform any and all acts necessary, and/or to represent the Joint Venture in the entire bidding and implementation process, as fully and effectively as the Joint Venture may do so as if personally present, without prejudice to the authority of the Joint Venture partners to exercise their power of substitution and revocation.

That this Joint Venture Agreement shall remain in effect only for the above stated Project until terminated by both parties or in the event of an unsuccessful bidding.

In witness thereof, we have hereunto affixed our signatures this \_\_\_\_\_ day of \_\_\_\_\_ 2021 at \_\_\_\_\_ .

(Name of Company)  
by:  
(Name)  
(Position)

(Name of Company)  
by:  
(Name)  
(Position)

WITNESSES:

(Signature of Witness)  
(Name of Witness)  
Address:

(Signature of Witness)  
(Name of Witness)  
Address:

**ACKNOWLEDGEMENT**

BEFORE ME, a Notary Public for and in the (City/Province/Municipality) of \_\_\_\_\_ this day \_\_\_\_\_ of 2021, personally appeared:

NAME	ID PRESENTED/EXPIRATION	PLACE OF ISSUE

known to me and to me known to be the same persons who executed the foregoing instrument which they acknowledged to me to be their free and voluntary act and deed, consisting of page/s, including this page in which this Acknowledgement is written, duly signed by them and their instrumental witnesses on each and every page hereof.

Doc. No.\_\_\_\_;  
Page No.\_\_\_\_;  
Book No.\_\_\_\_ ; Series  
of 2021.

**Bid Form for the Procurement of Goods**

*[shall be submitted with the Bid]*

**BID FORM**

Date : \_\_\_\_\_

Project Identification No. : \_\_\_\_\_

*To: [name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state “None”)

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

**ANNEX G*****PRICE SCHEDULE***

Name of Bidder : \_\_\_\_\_

Project Identification Number: IB-2025-03-050 PROCUREMENT OF SECURITY SERVICE  
FOR EVSU-ORMOC CAMPUS (OCSAT)

PARTICULARS	MONDAY-SUNDAY				REFERENCES
	06:00AM-02:00PM	10:00AM-06:00PM	03:00PM-11:00PM	10:300PM-06:30AM	
No. of Working Days per Year					DOLE 2023 Edition Worker's Statutory Monetary Benefits
Daily Wage (DW)					DOLE Wage Order No. RB VIII-23 effective November 30, 2023
<b>A. AMOUNT DIRECTLY TO GUARD</b>					
a. Average Pay/Month (DW x no. of days per yr./12)					
b. Night Differential Pay (Ave. Pay/mo. X 10%)					Labor Code of the Phils. PD No. 442 Art. 86
c. 13 <sup>th</sup> Month Pay (DW x 365/12/12)					DOLE Labor Advisory No. 28s. 2022
d. 5 Days incentive Leave Pay (DW x 5/12)					DOLE Labor Advisory No.28-20
e. Uniform Allowance					RA 5487
<b>Total Amout Due to Guard</b>					
<b>B. AMOUNT DUE TO GOVERNMENT IN FAVOR OF THE GUARD</b>					
a. Retirement Benefit (RA 7641) (DW x 22.5/12)					RA No. 7641
b. SSS Security System (Employer Share)					R.A. 11199 & SSS Circular No. 2022-033

c. PhilHealth Contribution (5%)					Philhealth Circular No. 2020-0005
d. State Insurance Fund (ECC)					
e. Pag-IBIG Fund					Pag-IBIG Law of 2009 & Pag-IBIG Fund Circular No. 460
<b>Total</b>					

<b>C. TOTAL AMOUNT TO GUARD &amp; GOVERNMENT (A+B)</b>				
<b>D. ADMINISTRATIVE FEE</b>				
<b>E. VAT (D x 12% VAT)</b>				
<b>F. MONTHLY BILLING RATE/GUARD (C + D + E)</b>				
<b>G. NUMBER OF SECURITY GUARD</b>	<u>4</u>	<u>5</u>	<u>5</u>	
<b>H. TOTAL MONTHLY CONTRACT (F x G)</b>				
<b>I. TOTAL CONTRACT/YEAR (H x 12 months)</b>				
<b>TOTAL BID PRICE (Amount in Figures)</b>				
<b>TOTAL BID PRICE (Amount in Words)</b>				

**Note:** The Bidder shall provide the total bid amount, inclusive of all applicable government taxes and service charges.

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of:

\_\_\_\_\_  
\_\_\_\_\_



## **ANNEX G**

### ***PRICE SCHEDULE***

**Name of Bidder :** \_\_\_\_\_

**Project Identification Number:** IB-2025-03-050 PROCUREMENT OF SECURITY SERVICE  
FOR EVSU-ORMOC CAMPUS (LUNA)

PARTICULARS	MONDAY-SUNDAY			REFERENCES
	06:00PM-2:00PM	02:00PM-10:00PM	10:00PM-06:00AM	
No. of Working Days per Year				DOLE 2023 Edition Worker's Statutory Monetary Benefits
Daily Wage (DW)				DOLE Wage Order No. RB VIII-23 effective November 30, 2023
<b>A. AMOUNT DIRECTLY TO GUARD</b>				
a. Average Pay/Month (DW x no. of days per yr./12)				
b. Night Differential Pay (Ave. Pay/mo. X 10%)				Labor Code of the Phils. PD No. 442 Art. 86
c. 13 <sup>th</sup> Month Pay (DW x 365/12/12)				DOLE Labor Advisory No. 28s. 2022
d. 5 Days incentive Leave Pay (DW x 5/12)				DOLE Labor Advisory No.28-20
e. Uniform Allowance				RA 5487
<b>Total Amout Due to Guard</b>				
<b>B. AMOUNT DUE TO GOVERNMENT IN FAVOR OF THE GUARD</b>				
a. Retirement Benefit (RA 7641) (DW x 22.5/12)				RA No. 7641
b. SSS Security System (Employer Share)				R.A. 11199 & SSS Circular No. 2022-033
c. PhilHealth Contribution (5%)				Philhealth Circular No. 2020-0005
d. State Insurance Fund (ECC)				
e. Pag-IBIG Fund	_____	_____	_____	Pag-IBIG Law of 2009 & Pag-IBIG Fund Circular No. 460
<b>Total</b>				

<b>C. TOTAL AMOUNT TO GUARD &amp; GOVERNMENT (A+B)</b>				
<b>D. ADMINISTRATIVE FEE</b>				
<b>E. VAT (D x 12% VAT)</b>				
<b>F. MONTHLY BILLING RATE/GUARD (C + D + E)</b>				
<b>G. NUMBER OF SECURITY GUARD</b>	<u>                    4                    </u>	<u>                    5                    </u>	<u>                    5                    </u>	
<b>H. TOTAL MONTHLY CONTRACT (F x G)</b>				
<b>I. TOTAL CONTRACT/YEAR (H x 12 months)</b>				
<b>TOTAL BID PRICE (Amount in Figures)</b>				
<b>TOTAL BID PRICE (Amount in Words)</b>				

***Note:** The Bidder shall provide the total bid amount, inclusive of all applicable government taxes and service charges.*

Name: \_\_\_\_\_  
 \_\_\_\_\_

Legal Capacity: \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_  
 \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of:

\_\_\_\_\_  
 \_\_\_\_\_

Republic of the Philippines



Government Procurement Policy Board